



STATE OF ARKANSAS  
**Department of Finance  
and Administration**

**OFFICE OF STATE PROCUREMENT**  
1509 West Seventh Street, Suite 300  
Little Rock, Arkansas 72201-4222  
Phone: (501) 324-9316  
Fax (501) 324-9311  
<http://www.arkansas.gov>

## **DELEGATION ORDER**

I, Joseph A. Giddis, as Director of the Office of State Procurement, in accordance with the authorization contained in the Arkansas code of 1987 Annotated at §19-11-218(3) do hereby authorize the Arkansas Department of Correction, to purchase corrugated paper boxes for the shipment of chairs, in accordance with the procedures stated below:

- 1) All purchases in excess of \$5,000 and less than or equal to \$25,000 must be made in accordance with ACA of 1987 §19-11-234 regarding competitive bidding.
- 2) Purchases exceeding \$25,000 must be made in accordance with ACA of 1987 §19-11-229
- 3) All procurements made under this delegation order shall be made in compliance with ACA of 1987 §19-11-260 regarding the preference of recycled paper.
- 4) All procurements for corrugated paper boxes will be reported to the Office of State Procurement monthly. Reports will be submitted by the 10<sup>th</sup> of the following month.

Nothing herein is intended to prohibit the Department of Correction from requesting the assistance of the Office of State Procurement in the procurement of this commodity.

This delegation order will be in effect until June 30, 2007.

STATE OF ARKANSAS, DEPARTMENT OF FINANCE AND ADMINISTRATION  
OFFICE OF STATE PROCUREMENT

A handwritten signature in black ink, reading "Joseph A. Giddis".

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JOSEPH A. GIDDIS, DIRECTOR